



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
Fax: (501) 682-5104
<http://www.state.ar.us/dfa>

MEMORANDUM

TO: State Agency and Institution of Higher Education HR Managers

FROM: Kay Barnhill Terry *Kay Barnhill Terry*
State Personnel Administrator

SUBJECT: Arkansas Military Department
Reduction in Force

DATE: August 29, 2008

The Arkansas Military Department has announced a reduction in force for one employee effective September 30, 2008. The employee data is listed on OPM's web site under the "HR Use Only" quick link. Access to the spreadsheet is password protected.

Agencies and Institutions of Higher Education will be allowed to forego regular advertising requirements, as stated in Governor's Policy Directive 8, should the interview result in selection of an employee who has been terminated due to a workforce reduction.

Please be reminded that this is confidential employee data. Therefore, only those HR employees with a need to know should be granted access to the file.

Should you interview and/or hire any of the employees, please notify OPM. The hiring information should be reported to Don Lukas, Manager, Research and Technical Services at don.lukas@dfa.state.ar.us, 501-682-5139. The data should be reported on the "Applicant Interview Information Form" located on our password protected web site.

Should you have questions regarding the displaced employees you may contact Judy Bragg, judy.bragg@ar.ngb.army.mil, 501-212-5127 or Leeann Fincher, Leeann.finch@ar.ngb.army.mil, 501-212-5120. All other inquiries should be directed to Don Lukas.